

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Transportation Planner	Advance-Regional Planning/IGR & Community Planning	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Inter-Governmental Review Coordinator	907-162-4721-XXX	12/31/2014

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under general direction of a Senior Transportation Planner/Program Manager, the Associate Transportation Planner is responsible for performing inter-governmental review (IGR) functions pursuant to the California Environmental Quality Act (CEQA).

IGR review is a legally mandated program that requires the California Department of Transportation (Caltrans), pursuant to CEQA Statutes and Guidelines, to review federal, state, and local planning and proposed development activity. The review is intended to identify potential impacts to State transportation facilities or resources, and to recommend conditions of project approval to mitigate those impacts.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
30%	E	Coordinate review of environmental and other inter-governmental documents related to land use development proposals with District and Headquarters functional partners, external government agencies, transit agencies, metropolitan planning organizations, and other stakeholders as appropriate.
30%	E	Review environmental documents and apply subjective judgement and technical knowledge in transportation planning, operations, funding programs and procedures in order to identify potential impacts to State facilities, propose mitigation to offset those impacts, and to ensure consistency with the Regional Transportation Plan, Caltrans' Planning Documents, and local General Plans. Maintain complete and organized records of work performed.
30%	E	Compile comments from IGR document review and prepare written correspondence to be submitted to local agencies. Coordinate meetings with lead agencies, developers, and consultant teams. Create project fact sheets and briefing material, as needed.
10%	M	Maintain and update project database.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The Associate Transportation Planner is a non supervisory position, but may be required to act as lead person.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Associate Transportation Planner should have knowledge of the Department's mission, organization, policies and procedures, and the planning process. In addition, the incumbent should have knowledge of principles of transportation planning, as well as, concepts and terminology related to traffic operations.

The Associate Transportation Planner should have the ability to gather, compile, analyze, and interpret data; communicate effectively verbally and in writing; work effectively with others and maintain cooperative working relationships internally and externally.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to identify and inform lead agency of transportation impacts in a professional and timely manner may result in neglect of State transportation system, as well as, loss of time, money, and credibility.

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PUBLIC AND INTERNAL CONTACTS

The incumbent works cooperatively with internal District and Headquarter's functional partners, including Traffic Operations, Office of Permits, Travel Forecasting and Modeling, System Planning, Project Studies, Legal, and Environmental Planning. In addition, the incumbent may contact local government agencies, non-governmental organizations, consultants, as well as, respond to media and public inquiries.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent in this position will be required to work at a computer throughout the day as needed to complete the above mentioned duties. He/She may be required to sit for long periods of time using a computer. Patience, tact, and diplomacy are necessary when interacting with internal and external partners, and the public.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial lighting. May be required to travel District and State wide to attend meetings.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE